

**CITY OF MILWAUKEE PROTOCOL FOR RESPONDING TO A CONFIRMED CASE OF COVID-19 OR SYMPTOMATIC INDIVIDUALS**  
**DEPARTMENT OF EMPLOYEE RELATIONS**

Effective March 31, 2020 **(Updated May 4, 2020)**

The City of Milwaukee is working diligently to protect the health and safety of its employees and that of the general public by following the guidance from the City of Milwaukee Health Department (MHD), the Wisconsin Department of Health Services (DHS), and the Centers for Disease Control and Prevention (CDC). In conjunction with this effort, the City has developed the following protocol to be followed by employees and managers when responding to each scenario described below.

- Please note that “Close Contact” is defined as living in the same household or working or interacting with individuals within approximately 6 feet for a prolonged period of time.

	Employee has been in contact with someone who was exposed but neither individual is showing symptoms	The employee has been in <u>Close Contact</u> with someone who has been diagnosed with COVID-19.	The employee reports to work with symptoms of COVID-19, develops symptoms while at work, or calls in sick with symptoms consistent with COVID-19 (symptoms are fever, cough, shortness of breath, aches and pains, fatigue, and sore throat)	The employee has tested positive for COVID-19
Notification Requirements	No notification to supervisor is required. If employee provides notification out of an abundance of caution, supervisor does not need to take action.	Employee should immediately notify a supervisor or manager or the Department HR contact and leave the workplace  Department HR should notify DER Compliance Officer for guidance and to allow for the proper management and response to questions/concerns.	Employee should immediately notify a supervisor or manager or the Department HR contact and leave the workplace.  Department HR should notify DER Compliance Officer for guidance and to allow for the proper management and response to questions/concerns.	Employee is required to immediately notify the Manager or the Department HR contact and leave the workplace.  Department HR should notify DER Compliance Officer for guidance and to allow for the proper management and response to questions/concerns.
Quarantine or Isolation	Not necessary, the employee should simply monitor for symptoms.	Employee should not be at work for 14 days after the employee’s last contact with the diagnosed person.  Employee should monitor for symptoms. If symptoms develop the employee should contact healthcare provider to seek guidance.	Employee is required to remain in isolation until they have been fever free for 72 hours without fever reducing medicine and are no longer displaying other symptoms <b>AND at least 10 days have passed since symptoms first appeared.</b>	Employee is required to remain in isolation until they have been fever free for 72 hours without fever reducing medicine and are no longer displaying other symptoms <b>AND at least 10 days have passed since symptoms first appeared.</b>

<b>Continue to Work or Leave the Workplace</b>	<p>Work only if they are an essential employee, all efforts should be made to allow staff to telework or stagger schedules to promote social distancing</p>	<p>If remote work is an option the employee should be allowed to telecommute. If that is not an option the employee should use sick leave or other PTO.</p> <p>Note: Effective on April 1<sup>st</sup> eligible employees may use Emergency Paid sick Leave as authorized by the Families First Coronavirus Response Act.</p>	<p>If remote work is an option and the employee feels good enough to work, the employee should be allowed to telecommute. If that is not an option the employee should use sick leave or other PTO.</p> <p>Note: Effective on April 1<sup>st</sup> eligible employees may use Emergency Paid sick Leave authorized by the Families First Coronavirus Response Act.</p>	<p>If remote work is an option and the employee feels good enough to work, the employee should be allowed to telecommute. If that is not an option the employee should use sick leave or other PTO.</p> <p>Note: Effective on April 1<sup>st</sup> eligible employees may use Emergency Paid sick Leave as authorized by the Families First Coronavirus Response Act.</p>
<b>Workplace Assessment and Employee Notification Protocol</b>	<p>Employees don't need to be notified</p>	<p>If employees are concerned about misinformation or fear begins to spread, the manager should work with the Department HR or DER to determine appropriate next steps.</p>	<p>Immediately send the employee home and follow-up with the employee about their work areas, activities, movements, and equipment used in the last 48 hours.</p> <p>Employees within the immediate work unit and others as appropriate, should be notified of a probable case and the notification should include information on how to monitor for symptoms available at: <a href="https://www.dhs.wisconsin.gov/COVID-19/symptoms.htm">https://www.dhs.wisconsin.gov/COVID-19/symptoms.htm</a></p> <p><i>Use general notification letter and distribute as appropriate.</i></p> <p>If employees are concerned about misinformation or if fear begins to spread, the manager should work with the Department HR or DER to determine appropriate next steps.</p>	<p>The supervisor or managers will immediately work with the department's HR and DER.</p> <p>A call to the City of Milwaukee Health Department at (286-3624) should be made to begin the investigation to identify and notify those in the workplace who may have been exposed to the virus based on close or direct contact with the individual.</p> <p>In anticipation of the MHD contact tracing activity, <u>authorized department personnel</u> should attempt to identify Close Contacts within the 48 hours prior to the onset of symptoms through the time of the positive test.</p> <p><i>Please use the Guidelines for Conducting an Assessment for Workplace Exposure by Authorized Department Personnel.</i></p>

				<p>Once confirmation of Close Contacts is made, the department, under the guidance of the MHD, will use individual exposure letter to notify Close Contacts as appropriate.</p> <p>Departmental HR personnel will work with DER to identify other appropriate notifications that are necessary beyond those who may have had close contact with the individual, which may include notification to division/department employees depending on the circumstances. The goal is to manage and appropriately respond to the spread of misinformation and address employee concerns and fears.</p>
<b>Environmental Intervention</b>	No additional intervention is necessary but staff should be given access to cleaning supplies to take it upon themselves to continue to wipe down frequently touched surfaces like door knobs, work stations etc.	The standard cleaning regimen per DPW's enhanced cleaning protocol is appropriate.	<p>The department should <b>immediately</b> coordinate enhanced cleaning of the area with the appropriate maintenance personnel, including the workspace and equipment or vehicles used by the employee.</p> <p>If possible, evacuate and section off areas that the individual was in for more than 10 minutes until maintenance is able to clean and disinfect the area.</p>	<p>The department should <b>immediately</b> coordinate enhanced cleaning of the area with the appropriate maintenance personnel, including the workspace and equipment or vehicles used by the employee.</p> <p>If possible, evacuate and section off areas that the individual was in for more than 10 minutes until maintenance is able to clean and disinfect the area.</p> <p>A determination will be made as to what other areas need enhanced cleaning based on the circumstances.</p>

